



PLANT ENGINEERING  
QUALITY ASSURANCE PROCEDURE  
BROOKHAVEN NATIONAL LABORATORY

NUMBER	PC-311	REV.	0
EFFECTIVE	10/01/90	PAGE	1 OF 5

DIVISION	Project Coordination	PREPARED BY	JB <i>JB</i>
SUBJECT	REVIEW AND APPROVAL OF CONTRACTOR SUBMITTALS	Q.A. REVIEW BY	KK <i>KK</i>
		APPROVED BY	ETM <i>ETM</i>

1.0 Purpose

To establish responsibilities for performing and tracking the review and return of contractor submittals on a timely basis.

2.0 Scope

Applies to all Project Coordination projects requiring review and approval of contractor submittals.

3.0 Policy

Delay in reviewing and returning contractor submittals during construction can delay project completion and can result in contractor claims against BNL. Project Coordinators shall insure that contractor submittals are reviewed by appropriate project team members on a first priority basis. Submittals shall be reviewed and returned to contractor as required by the project specifications, or if not specified, within ten (10) working days.

4.0 References

- 4.1 BNL Attachment A, "Fixed Price Construction Contract, General Provisions", para. 9, "Shop Drawings"
- 4.2 PC-004, "Project Organization"
- 4.3 PC-005, "Project Files"
- 4.4 PC-006.3, "Transmittal Letter"
- 4.5 PC-301, "A/E Construction Observation Scope of Work (Title III)"
- 4.6 PC-310, "Documentation Index and Submittal Log"
- 4.7 PC-362, "Disposition of Project Files - Archives"

5.0 Definitions

- 5.1 Contractor submittals are shop drawings and engineering documents submitted by the Contractor for review and approval in accordance with specification requirements. Contractor submittals are required to insure that materials and methods supplied by the Contractor meet project specification requirements.



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6.0 Procedures

6.1 The Project Coordinator shall have full responsibility for overseeing the receipt, distribution, checking, stamping and return of submittals and shop drawings to the Contractor.

6.2 When Project Coordination has final responsibility for review and approval of Contractor submittals, the Project Coordinator shall:

6.2.1 Insure that the Contractor submits required shop drawings and other technical documentation in accordance with specification requirements. The Documentation Index and Submittal Log provides a concise list of all submittals required by the project specifications.

NOTE: The Contractor shall distribute copies of submittals concurrently to BNL and the Architect/Engineer, if the Architect/Engineer has submittal review responsibilities under Title III (construction phase).

6.2.2 Enter shop drawing data in Shop Drawing Log (PC QA Proc 311.1), upon receipt of shop drawings from contractor.

6.2.3 Distribute copies of shop drawings to the appropriate project team members for review and comments (see flow chart, Figure 1). Due date for return of shop drawings shall be clearly indicated. Do not send shop drawings to project team members not involved in construction review.

6.2.4 Expedite Architect/Engineer comments, as required. Coordinate Architect/Engineer comments with BNL comments and resolve.

6.2.3 Apply "Approved" stamp (see Figure 2) to the submittal . Check box to indicate whether drawing is approved, approved as noted, or disapproved.

6.2.4 Enter the action taken and the date shop drawings are returned to General Contractor on Shop Drawing Log (PC QA Proc 311.1).

6.2.5 Return two (2) copies of submittal (or as required by specifications) to General Contractor, using Letter of Transmittal (PC-006.3) and make distribution as shown on Figure 1. Insure record copy goes into Project Files.

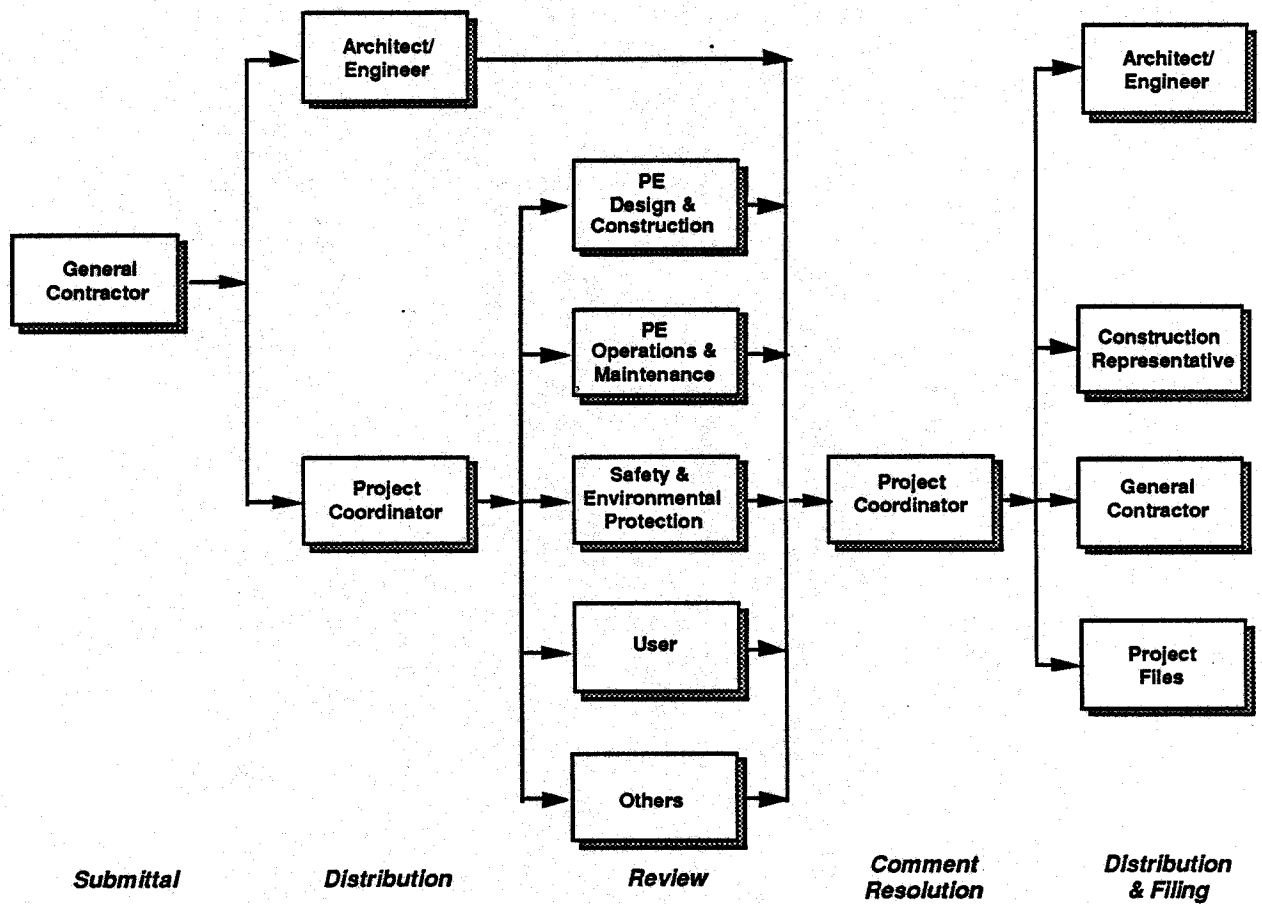


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- 6.3 When an Architect/Engineer or other outside organization has final responsibility for review and approval of Contractor submittals, the Project Coordinator shall similarly insure that Plant Engineering comments are obtained, resolved and provided in accordance with project requirements.
- 6.3.1 The "Acceptable" stamp shall be used if Project Coordination is not responsible for final approval of contractor submittals.

**Figure 1  
Flow Chart  
Approval of Contractor Submittals**





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**Figure 2  
Shop Drawing Stamps**

Job No. \_\_\_\_\_ Bldg. No. \_\_\_\_\_

**PROJECT COORDINATION  
PLANT ENGINEERING  
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SPEC. PARAGRAPH \_\_\_\_\_

QA CLASS DESIGNATION \_\_\_\_\_ A \_\_\_\_\_

APPROVED \_\_\_\_\_ ☐

APPROVED AS NOTED \_\_\_\_\_ ☐

APPROVED AS NOTED, RESUBMIT \_\_\_\_\_ ☐

NOT APPROVED, RESUBMIT \_\_\_\_\_ ☐

BY \_\_\_\_\_ DATE \_\_\_\_\_

Approved stamp shall be used when Project Coordination is directly responsible for approving contractor submittals.

Job No. \_\_\_\_\_ Bldg. No. \_\_\_\_\_

**PROJECT COORDINATION  
PLANT ENGINEERING  
BROOKHAVEN NATIONAL LABORATORY**

SPEC. PARAGRAPH \_\_\_\_\_

QA CLASS DESIGNATION \_\_\_\_\_ A \_\_\_\_\_

ACCEPTABLE \_\_\_\_\_ ☐

ACCEPTABLE AS NOTED \_\_\_\_\_ ☐

ACCEPTABLE AS NOTED, RESUBMIT \_\_\_\_\_ ☐

NOT ACCEPTABLE, RESUBMIT \_\_\_\_\_ ☐

BY \_\_\_\_\_ DATE \_\_\_\_\_

Acceptable stamp shall be used when an Architect/Engineering firm or other party is responsible for approving contractor submittals.

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<b>Project:</b>	
<b>Contractor:</b>	<b>Contract No.:</b>
	<b>Job No.:</b>

[illegible]

**Action Codes:**    **A=**    Approved    **ANR=** Approved as Noted, Resubmit  
                          **AN=**    Approved as Noted    **DR=** Disapproved, Resubmit